OTR 4568

DD/S 70-0652

[illegible] 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: OTR Classroom Space in Headquarters Building

1. The Office of Training has a pressing problem of classroom space in Headquarters Building. OTR and OL have long had an arrangement whereby Training is given priority use of two Headquarters classrooms [redacted] STAT All of our instructors prefer these for courses in which Headquarters personnel serve as guest lecturers. Approximately five requests a month for these rooms from other components have to be turned down for lack of space. Much time and effort are spent arranging for space within other components for our classes. This space is generally unsatisfactory since it is not configured for classroom use. Although OTR was the major user of the two above-mentioned classrooms during the past year, they were also used by the other three Directorates. There is a constant competition for the present limited space available in Headquarters Building.

2. The Language Laboratory [redacted] space of approximately 1600 square feet is not being fully used. Records show for the past year the laboratory was used an average of 45 hours a week and no more than eight of the 20 carrels were ever in use at one time. It is apparent that the space could be used more productively as a classroom and the Language Laboratory be satisfactorily cut to one half the present space. STAT

3. I propose that half (800 square feet) of the present Language Laboratory be converted into a 30-man classroom, which is the size most urgently needed. Eight to ten carrels can be moved to one side of the present space. I am satisfied that the transfer of the carrels and the accompanying tape storage to this smaller area will enable OTR to provide a language self-study service equal to that now being offered. The space thus made available is ideally suited for conversion

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to a classroom. The attachment outlines the simple reconfiguration required to create a classroom and lists the optimum in equipment and facilities we desire.

STAT

HUGH T. CUNNINGHAM
Director of Training

Att

APPROVAL:

See DD/S 70-2374; memo for record fr C/LSD/OL dtd 9 Jun 70; copy of which sent to D/TI

R. L. Bannerman
Deputy Director
for Support

Date

Distribution:
Orig - Adse (Return to O/DTR)
1 - DDS -Subject
2 - DTR (1 w/h)

ATTACHMENT

Below are listed the items of work and equipment necessary to convert [redacted] into a classroom. The Audio Aids Branch/ISS/TR can supply and install much of the equipment listed.

1. A sound proof wall to be installed [redacted] This wall has only one practical location between the pillars on the corridor wall and the pillar which forms the corner of the inner rooms in the rear [redacted] The wall should extend to the ceiling and not be recessed.

2. A ceiling-suspended projection screen approximately ten feet wide by nine feet high, with a flat matte white surface. Hooks should be placed in the front wall so that the lower edge of the screen can be pulled back and attached to the hooks to counteract the "Keystone" effect of the image caused by the angle beam from overhead projectors.

3. A separate loudspeaker for motion picture sound should be installed from the 12 foot ceiling adjacent to the projection screen. The wires should run to the rear of the room, via the ceiling, where they would be available on an outlet box. A parallel receptacle should be on the outlet box at the front of the room as well as the receptacle at the rear.

4. Six loudspeakers for the public address system should be installed from the ceiling. These should have sloping fronts and enclosed backs so that the sound will be directed toward the seating area only. These loudspeakers should be of the 70 volt, multiple-impedance constant voltage type, each having its individual volume control. The wiring should be terminated on an outlet box in the rear of the room. Multiple speakers would permit a low-level of sound from each, thus minimizing the "feedback" problem.

5. Install a five conductor cable with connectors to match the Kodak Carousel Projector's remote-control outlet. This should be run from the front to the rear of the room, coming out of a box on the rear wall. The rear end would have a female carousel connector and the outlet at the front would have a carousel male connector.

6. Four Canon 3-conductor female microphone connectors at the front of the room, coming out of an outlet box at the rear of the room via Canon male connectors. Two of the connectors at the front of the room would be mounted on each side wall, just forward of the platform/podium.

7. At the same locations on the two walls at the front should be located four UHF connectors, two on each wall near the item 5 microphone connectors. These will handle television cameras, receivers and video tape recorders.

8. The present floor-mounted electrical outlets will be removed for the convenience and safety of the audience. We suggest that a quadruplex (or two duplex) electrical receptacles be installed near the other outlets for the audio and UHF connectors. This would mean four electrical outlets up front for each side of the room.

9. Installation of low voltage relay operated lighting system would serve our purposes better and reduce switch locations to two places, one at the front and one in the rear near the audio-visual operator's area. We could use the primary and work-light system that has met with approval [redacted] Illuminated switches should be used. STAT

10. The floor, now tile-covered, should be covered with a heavy duty, cleanable carpeting somewhat darker than neutral, thus avoiding the problem caused when light-colored floors bounce the light from the projection beam. Carpeting also minimizes bounce sound, thus improving the room acoustics. The walls should be covered with some type of acoustical material that does not reflect sound. Such a covering also should be darker than neutral and of a non-glare and non-reflecting surface.

11. Construction of a platform or podium at the front of the room. The platform should run the full width of the room minus about six or eight inches. The platform should consist of two identical pieces that could be butted together to form one large platform with an approximate width of 17 1/2 feet. By using two pieces instead of one it will be relatively easy to move the platform as required. The platform should protrude from the wall at least eighty inches. The height of the platform should be approximately twelve inches with no built-in step. Instead, a block of wood 30 x 10 x 6 inches should be covered with carpet to match that of the platform and kept at the platform to be used as a step.

12. A chalkboard installed at a height convenient to the platform. The chalkboard should run the full width (18 feet) of the front wall. At each end of the chalkboard should be a tackboard that pivots from the corner or end of the chalkboard. Each six-foot long tackboard could thus be turned against the side wall when the entire chalkboard

area is required. The pivots for the tackboards should be out eight inches from the wall toward the middle of the chalkboard. The area above and below the chalkboard may be used now and then as a tackboard and this should be considered in selecting a material for these areas.

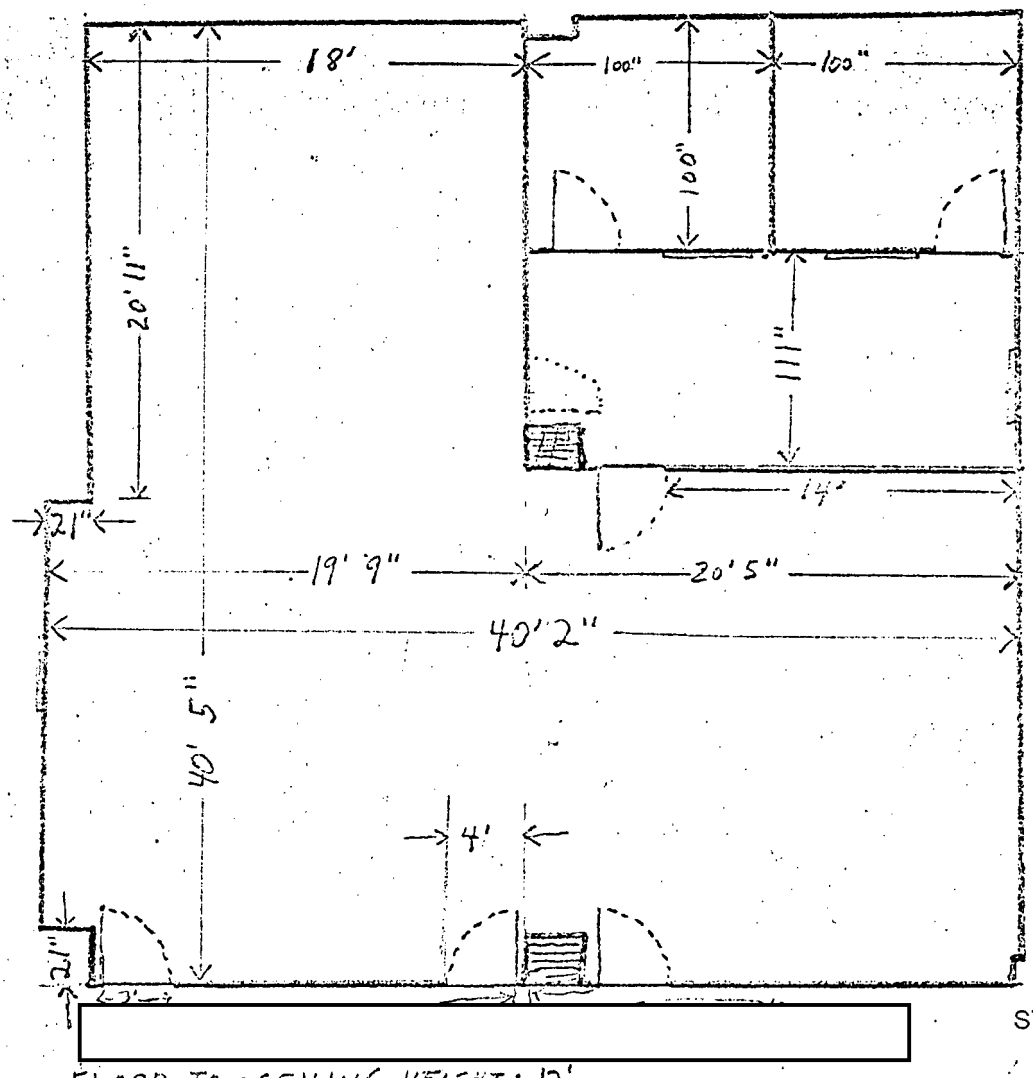
13. At the present time there is a strip of wood encircling the room 96" above the floor. The 3" wide strip has flag-holders mounted on it. It may prove useful to leave this strip since the cloth drapes could be hung from it or it could be used for suspending posters, charts, etc.

14. Four 12 hanger valets on the west wall will accommodate coats and hats.

15. An audio visual cart will be prepared for use in the room to contain an audio amplifier, 16mm motion picture projector, 2 x 2 slide projector and necessary connectors for the audio-visual outlet box.

16. In order to reduce the cost, the items and work requested can best be done when the room is being reconfigured initially. Some items can be added to it at a later date but basic construction and wiring must be done during the first stage of conversion.

17. Attached is a rough sketch of the space which indicates the ease of the proposed conversion. Detailed plans and sketches will be made upon approval of the plan.



FLOOR-TO-CEILING HEIGHT: 12'
ALL DIMENSIONS ARE APPROXIMATE BUT $\frac{1}{8}$" = 1 FOOT.